

MASSACHUSETTS GENERAL HOSPITAL
COORDINATING COUNCIL
Sept. 7, 1960

Present: Miss Sleeper, Miss Lepper, Miss Quinlan, Miss Corkum, Miss Coughlan,
Miss Hardeman, Miss Petzold, Miss Sherwin, Miss Grady, Mrs. ~~Homer~~, Horton,
Mrs. Braman and Mrs. Erlandson.

Absent: Miss Corbett, Miss Perkins and Miss Farrissey.

Guest: Miss Irvine, Exchange Visitor, Instructor from Belfast, Ireland

Change in Schedule of Coordinating Council: Existing conflict - Miss Irvine's schedule and Coordinating Council; proposed that when meeting again falls on Wednesday, (January 4, 1961), the time be changed from 9 A.M. - 11 A.M. to 10 A.M. - 12 Noon. This was agreeable to all.

Report of Orientation Program Outline:

tion Program for
Interne Group
1960-1961
K. Hardeman

1. Philosophy of program.
2. Expectations of Interne Students listed strengths and weaknesses; discussion brought out students' responsibility in relation to her limitations. Areas where student felt need of review and further orientation were: medications, handling of emergencies, use of equipment in the management of respiratory embarrassment (oxygen, Bennett and Jefferson Assistors, positive pressure masks, resuscitators, etc.) and details of "paper work" in relation to administration of the Unit.
3. Expectations of Nursing Service. E. Lepper. Included in this the responsibility of the nurse in interpreting Nursing Service.
4. Expectations of the Head Nurse. Miss Frazier.
5. Objectives of the student, evaluation reports, self growth.
6. Orientation to evening assignment. Evening Supervisors. Miss Hardeman expressed the feeling that the orientation fulfilled a need both for the student and Nursing Service. One student's reaction to the approaching Internship quoted by Miss Sherwin, "It's nice but scary" precipitated much discussion. One administrator wanted to know if these fears were communicated to nursing service personnel; she was assured that they were. Miss Sleeper pointed to the fact that most of these students are seven months removed from general nursing and the need for nursing service insight and anticipatory teaching.

Miss Sleeper reviewed instance of flare-ups among students (Freshmen and Internes) where feelings were expressed toward evaluations as being unfair. She wondered if it were not time to invite the School to interpret their program to the Head Nurse-Supervisor group. All agreed that this would be very helpful.

Interpretation of Budget, E. Lepper: All departments committed to cut personnel budget 5%. For the Nursing Department it figures (based on the 9th and 10th period) that we would expect to spend for salaries \$3,107,405; 5% of this amount, \$155,370 we are expected to save. The following allocations have been established:

1. From School Savings - 5% of \$149,974 amounting to \$7,498 and leaving \$147,872 committed to.
2. From Baker Memorial. Expected savings resulting from Proudfoot efforts - \$85,000 (this would amount to a loss of 21 staff nurses).
3. Bulfinch and Vincent-Burnham each are expected to give up six people.
4. White Building have realized a self-inflicted cut via inability to obtain a stable staff quota. This adds up to 32 less people. Miss Lepper expressed the importance of all personnel, school and service, understanding and interpreting not only the facts, but reasons for the situation. Handling of finances has delayed this situation until now because our administration has been very adept at finding sources. Our administration believes in substantial salaries and fringe benefits.

Contributory reasons for deficit:

1. Increase in salaries.
 - Lay personnel
 - Nurses
 - Minimum wage
2. Increase in fringe benefits.
 - Time and one-half for overtime.
3. Increase in sick leave benefits.
4. Holiday falling during vacation.
5. Withdrawal of student nurses from night assignment in Pediatrics resulting in increase of 12 staff nurses.

It had been estimated that patient census would increase 5%; a decrease resulted instead. (Salaries come from patient income). Endowment does not begin to pay for free service. Factor most important. Increase in health insurance has increased census in private service. Baker Memorial breaks about even. Phillips House makes up but not enough to offset losses. Medicine, Orthopedics, Gyn. and G.U. services are areas where census drop-off is noticeable. This has implications in relation to experience for student nurses. Deficit stands at one-half a million dollars. In order to break even, the hospital must have 100% occupancy. It was recommended that this information get back to instructors, supervisors and head nurses. Miss Sleeper advised the group to regard economies in terms of supplies and equipment and suggested that each one study needs for new items over \$25. and submit them to the Budget Committee by staggering them over the period of October to February. Miss Sleeper expressed need to get across to student a concept of learning as work and carrying responsibility.

CO-ORDINATING COUNCIL

May 4, 1960

Presiding: Miss Sleeper

Members present: Miss Hardeman, Miss Sherwin, Mrs. Horton, Miss Quinlan, Miss Coghlan, Miss Corbett, Miss Corkum, Miss Grady, Miss Berry, Mrs. Braman and Miss Russell

ORIENTATION PROGRAM FOR SEPTEMBER STUDENT NURSE INTERNS

Miss Grady reported on the considerations, suggested by her head nurses and supervisors, to be included in planning an orientation program for student nurse interns. The matter of having one hour's introduction to team nursing be omitted as given to freshmen students and given at a later time when it would be more meaningful has been referred to the Curriculum Committee. Mrs. Calogiro suggested that student interns have recommended that they have 2-3 hours to review team nursing, co-team leader functions, writing of nursing care plans, and conducting a team conference. The head nurses recommend the need for an orientation to the student interns' background of experience prior to the student's arrival on the ward. The evening and night supervisors should be involved in an orientation to the 3-11, and 11-7 shift along with an orientation to the ward unit. The care of the acutely ill patient requiring oxygen, suction, emergency treatment, should be reviewed. A review is needed of team conferences as patient centered not clinical centered. A review of pharmacology, especially insulin and newer drugs; an orientation to charge responsibilities, doctor-nurse and nurse-supervisor relationships; the guidance and direction of auxiliary workers, i.e. hospital aide; resource materials available on the unit; orientation of the particular service (rounds, doctor's expectations); leadership responsibilities; care of valuables and post-mortem care; relationship of ward to the admitting office; an additional area to be considered in an orientation. It was recommended that Miss Tapper of the Staff Education Office could assist Miss Hardeman with the orientation. Meanwhile nursing service could devise a check list of what information the head nurse would like to know about the students. The check list should be submitted to Miss Hardeman by the end of the week of May 9. The school will work on setting up a plan for the week of August 22nd and then see if it would be possible to orient the students finishing pediatrics.

SENIOR WEEK

The students would like: (1) August 28th, a Sunday, for a senior picnic; all 100 plus students would have to be off duty all day; (2) the evenings free the week of August 29th; (3) to have last hours two evenings during Labor Day Week. Graduation is

September 8th; capping of interns September 9th, and the new students arrive September 14th. It was recommended that the students reconsider their requests for everything during a senior week, but rather consider a senior month which might make it more possible for nursing service to meet some of the requests.

PEDIATRICS

Miss Quinlan and Mrs. Horton announced that they would be meeting together with the students on each of the pediatrics. The purpose of these meetings (Mrs. Horton, Miss Quinlan, the head nurse and the instructor on the individual ward) would be an attempt to change attitudes to recognize the positive forces on the pediatric units.

DINING ROOM

At a date to be announced in the near future, the dining room will be closed after the evening supper. The automat machines will be stocked for the personnel on the night shift. Student nurses on night duty assignment will be issued 45 cents per night meal. Arrangements are being made for one place where night personnel can get the appropriate change.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Mary E. Quinlan, R.N.
Secretary, pro tem

Miss Sherwin

MASSACHUSETTS GENERAL HOSPITAL

Coordinating Council

March 7, 1960

Present: Miss Sleeper, presiding; Misses Coghlan, Corbett, Corkum, Grady, Holleran, Lepper, Norton, Quinlan, Russell, Sherwin; Mrs. Braman, Horton and Miss Shiach, guest.

- A. Miss Shiach, guest from Toronto Western General Hospital, was introduced to the group.
- B. Discussion of time planning for students graduating in September, 1960. It was agreed that any student finishing on Saturday, Sunday or Monday (Sept. 10 - 12) may make special arrangements. Graduation exercises will be in afternoon of September 8th, diplomas will be awarded at 3:30 P.M. on September 9th and September 14th is the official finishing date for students finishing on time.
- C. Remainder of meeting devoted to discussion of how to make plans for better orientation of incoming interne groups with the following points included:
 1. Need for a place where changes in policies and procedures can be kept for refresher purposes by graduates and students.
 2. Need to determine basic experiences in which students are deficient - collection and review of basic sheets prior to internship.
 3. Need for formalized orientation period to include administrative procedures peculiar to evening duty and review of activities such as medications, suction, oxygen therapy, etc. Information on when and how to use the Supervisor and Head Nurse, how to question orders, and how to report unusual occurrences should also be included.
 - a. Possibility of planning this orientation the week prior to the beginning of internship before the class of 1960 graduates. Classes would have to be repeated for students on affiliation or vacation during the last weeks of their second year.
 4. Need for evening supervisors to meet with internes during orientation period to provide opportunity for both supervisors and internes to discuss fears about beginning experiences as internes.

- C. 5. Need for representatives from nursing service to devise check list of activities peculiar to evening duty, followed by cooperative planning between Coordinator of Third Year Program and Nursing Service Personnel to implement the use of this check list.
6. Need for record of team leader activity during internship.
 - a. Specific assignment as co-team leader
 - b. Special evaluation of this activity
 - c. Need to rotate through specific areas where team is well developed.
 - d. Consider involving Mrs. Colagiro in helping to plan team leader activity.
 - e. Consider possibility of having assistant directors of nursing service share in decisions of wards to which student nurse internes should be assigned for team leader experiences.

D. Announcements:

1. Starting in the Fall of 1961, Simmons College students will start to pay board and room at MGH (\$700 for nine months).
2. Some replacements of teaching personnel in Pediatrics have been obtained. Two new instructors have been appointed and Miss Donahue will move from Orthopedics to Pediatrics. It is planned to include instruction in Neurologic Nursing as part of Pediatric Nursing instead of being combined with Orthopedic Nursing as it is now done.

Meeting adjourned at 11:45 A.M.

Respectfully submitted,

IN/D

Irene Norton

March 23, 1960

Secretary, pro tem

Miss Sherwin

MASSACHUSETTS GENERAL HOSPITAL

COORDINATING COUNCIL

January 6, 1960

Present: Miss Sleeper, Miss Lepper, Miss Perkins, Miss Sherwin, Miss Norton, Miss Hardeman, Miss Berry, Mrs. Braman, Miss Coghlan, Miss Corbett, Miss Corkum, Miss Grady, Miss Quinlan and Miss Russell.

1. Summary Report of Scholarship Awards (1957 - 1958) - Miss Lepper. (See attached) Medicine Errors - Miss Sleeper.
2. Review of discussion of medicine errors occurring among nurses with the General Executive Committee resulted in the recommendation that our current method of designating one nurse for this function be dissolved in favor of a method which would develop security in student nurses for assuming this responsibility.

Miss Sleeper also reviewed the recommendation of Dr. Caplan that a study of medicine errors be undertaken. This is to be given immediate attention.

3. Miss Sleeper presented to the administrative group for consideration a suggestion that clinical instruction of student nurses become a part of the ward day instead of the class day. Interpreted this would mean that the student's time assignment (1st and 2nd year) would be cut to 7½ hours instead of the customary 8 hours. The administrative group reacted in favor of the suggestion and could see no obstacles as far as the care of the patient was concerned, but a tremendous advantage in enhancing student experience in the area of direct patient care.

The faculty pointed out the need for objectives and emphasis on a plan. It would imply up-grading of teaching; student and instructor objectively focus of patient care with emphasis on what went well as much as the opposite.

Head nurses are to be introduced to this change at next unit conference. Aim for 3 P.M. for clinical conference. (Miss Norton expressed concern for the amount of hours instructors involved in laboratory assignment from now until the end of March, limiting their time on the ward.)

Miss Norton to discuss with instructors goals of this plan. Objective - to get student to where she sees ward assignment as a study instead of a "work" assignment having two definite areas, the ward and the individual patient; the instructor assists the student to plan for care of the individual patient in a frame-work of service activities which facilitate that care.

4. Forth-coming Events:

1. Head Nurse Institute - Boston - March 7 - 11, 1960.
2. Institute on Nursing Care Plans - Boston University (date to be announced)

5. Progress Reports of Internes - K. Hardeman:

1. Reports not getting in on time.
2. Simplification of method of getting report forms to head nurses.

Discussion of the problem of delay resulted in Assistant Directors assuming responsibility for the control; each to work out own system. This will be the answer to #2 as well with Miss Hardeman providing each Assistant Director with an adequate supply of forms.

It was recommended that the night supervisor write an evaluation on the night assignment of internes; Assistant Directors to take this recommendation back to their group for consideration of an improved method.

Meeting adjourned at 12:30 P.M.

Respectfully submitted,

Frances C. Grady, R.N.
Assistant Director of
Nursing in Medicine

MASSACHUSETTS GENERAL HOSPITAL
NURSING DEPARTMENT

Graduate Nurse Scholarship Committee Report

The following table represents the number of persons taking courses according to place of work:

	Spring Semester <u>1959</u>	Fall Semester <u>1959</u>	Summer Semester <u>1959</u>
Central Office	<u>1</u>	<u>1</u>	
Baker Memorial	24	15	
Bulfinch	6	7	
Clinics	4	1	
Operating Room	13	15	
Phillips House	5	5	
School of Nursing	2	9	
Vincent-Burnham	7	10	2
White	<u>21</u>	<u>22</u>	<u>1</u>
	83	85	3

The following table represents the number of persons granted scholarships for the Spring, Fall and Summer Semesters, 1959, according to position and School:

	<u>Boston College</u>	<u>Boston University</u>	<u>North- eastern</u>	<u>Simmons</u>	<u>Total</u>
Staff Nurse	<u>38</u>	<u>68</u>	<u>0</u>	<u>5</u>	<u>111</u>
Head Nurse & Asst. Head Nurse	7	19	0	2	28
Supervisors	6	6	0	0	12
Asst. Directors	0	1	1	0	2
Instructors	4	13	0	0	17
Coordinator of Staff Education	0	2	0	0	<u>2</u>
					172

MASSACHUSETTS GENERAL HOSPITAL
NURSING DEPARTMENT

COORDINATING COUNCIL

NOVEMBER 2, 1959

All members of the Nursing Service Administrative Committee and Executive Faculty present. Miss Kisseih from Ghana, guest. Mrs. Haessler present during discussion of the guide for evaluating student nurses.

Guide for Evaluation of Student Nurse Educational Experience in Patient Care.
The assistant directors of nursing service reported that their head nurses would find the guide helpful in writing evaluations of student nurse internes.

The form - criteria for evaluation of first, second, and third year students will also be distributed to head nurses, supervisors, and assistant directors of nursing service for their information.

Assignment of Students - Pediatrics

As of December rotation all students will be removed from night duty. Some students will probably have three weeks of evening duty; there will be a graduate nurse on evening duty on each ward. The amount of evening duty for students is to be kept at a minimum.

Adjustment to Evening Duty - Student Nurse Internes

The members of nursing service were of the opinion that the students who became internes after the reorganized school program had made a good, if not better adjustment than those of the former program. Exception, medicine pouring.

Meetings of Coordinating Council

The next meeting is to be held in January, and every other month thereafter, alternating Monday and Wednesday.

Time Planning for Student Nurse Internes

Some nursing units are beginning to make time plans for staff one month in advance. To do so requires information about student interne classes. Students are to continue to inform the head nurse of classes one week in advance. Miss Hardeman is to discuss with Miss Hicks a plan for identifying on the rotation plan sent to head nurses the class group into which each student is placed. Miss Hardeman can then make available to head nurses the names of students in each class group.

Edna S. Lepper, Secretary

MASSACHUSETTS GENERAL HOSPITAL
NURSING COORDINATING COUNCIL COMMITTEE

7 October 1959

PRESENT: R. Sleeper, E. Lepper, M. Quinlan, F. Grady, C. Braman,
C. Horton, I. Norton, H. Sherwin, S. Perkins, M. Russell, D. Berry.

ABSENT: K. Hardeman.

The meeting opened at 11:00 a.m.

REPORTING STUDENT

ABSENCES TO

MISS HICKS' OFFICE:

Miss Sleeper reviewed the procedure for reporting student absences to Miss Hicks' office. The following practice is the accepted procedure:

On the Wards: Head Nurses will be responsible for reporting such absences to Miss Hicks' office.

In The Clinics: Monday through Friday the Instructor will notify Miss Hicks. On Saturday the Head Nurses will be responsible for such notification.

When students are on a class day, instructors will be responsible for reporting absences.

Miss Sleeper suggested that the Assistant Directors of Nursing discuss this at their Head Nurses meetings if they feel it is appropriate.

INTERNE PROGRAM
EVALUATION:

Miss Sleeper asked for an interim report on the evaluation of the new interne program. Miss Grady indicated that Miss Hamm, evening Supervisor, felt that previous problems discussed had been rectified and the situation at present was satisfactory.

Miss Berry discussed the Surgical Clinic situation in which the interne had been assigned without previous Operating Room experience. A detailed program of orientation for such students is being Prepared by Mrs. Burns, Surgical Clinic Head Nurse, and Miss Berry and will be used in the future. Miss Sleeper suggested that, in the future, Miss Hicks may be able to rearrange the rotation,

so that students assigned to Surgical Clinic
would have had previous Operating Room experience.

BURNHAM 5
NIGHT DUTY:

Miss Quinlan announced that starting October 19th
until December 1st, students will not be assigned
to night duty on Burnham 5.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Doris Berry, R.N.
The Clinics

COORDINATING COUNCIL

Date: September 14, 1959

Present: All members except Miss Grady, Miss Coghlan and Mrs. Braman.

Agenda

Purpose Restated

The primary purpose of the Coordinating Council is liaison. Since the council is composed of the Director of the School and Nursing Service, the Associate and Assistant Directors of Nursing Service, the Assistant Director and Coordinators of the School, each member assumes responsibilities of interpretation at the council and to her respective co-workers.

Change in Coordinating Council Membership

Miss Petzold -- leave of absence for study.
Miss Norton -- first year coordinator.
Mrs. Horton -- second year coordinator.

Supervisory Appointments Announced by Nursing Service

Mrs. Prouty -- Vincent Burnham
Mrs. Erlandson -- White Building

Resident in Nursing Service

Miss Michaeline Russell

Film Showing

Mr. A. Batchelder, sanitarian, will schedule showing of film on staphylococcus infection. All are encouraged to see it.

20 Charles Street

Residence for first year student nurses and student practical nurses.

Student Practical Nurses

The student practical nurses will use Baker Memorial 6.

Uniforms

The M.G.H. student nurse uniform will have attached collar and cuffs. Students in the Coordinated Program will have a new uniform which is blue.

Next Faculty Meeting

Miss Perkins will discuss the Coordinated Program and Miss Hardeman will discuss the internship at the next faculty meeting.

Student Nurse Internes

The student nurse internes are now having experiences in the Phillips House.

The student nurse internes of the new program are now on the wards. There is much speculation as to their abilities.

AGREED: That the coordinators set up an opinionnaire for purpose of determining student strengths and weaknesses at first, second, and third year levels.

When the opinionnaires are tabulated nursing service can better state where the gaps are between the students' expectations and service's expectations.

Potential or Diagnosed Infection

A student with potential or diagnosed infection is not permitted to work.

The meeting adjourned at noon.

Respectfully submitted,
K. Hardeman
Secretary, pro tem

KH:VO

Student Nurse Institute

The student nurse institute is now having experience in the Philip House.
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Respectfully submitted,
E. H. H. H.
Secretary, etc.

COORDINATING COUNCIL

June 3, 1959

- Present: Miss Lepper, Miss Perkins, Miss Pelzold, Miss Sherwin, Miss Hardemann, Miss Corkum, Miss Coghlan, Miss Berry, Miss Grady, Miss Quinlan, Miss Corbett and Miss Sleeper, presiding.
- Questionnaire: The Questionnaire for Faculty from the Massachusetts Survey of Nursing Needs and Resources was distributed, to be returned to Miss Sleeper by June 11. ~~The~~ Nursing Service, all supervisors and Head Nurses were to fill it out.
- News Reporter: Miss Huggard, from Nursing Service, and Miss Sherwin, from the School of Nursing, were appointed to act as news reporters for "Correspondent", a League publication.
- Drive: Miss Lepper explained some of the techniques of the Fund Drive and how one could earmark the donation for a specific use.
- Admitting Office: Miss Lifvregren is now in charge of all admitting offices. Many patients are not going to the admitting office before discharge and discharge cards are not being left there promptly. All cards must go at once, whether or not they are carefully filled out. If the doctor has not completed his part of it, the admitting office will contact him. We should check with the Head Nurse to be sure patients are not leaving the floor unaccompanied, or until an o.k. slip from the cashier is brought to the charge nurse. It is difficult to collect monies once the patient has left the hospital without an understanding with the accounting department.
- Students: First year students are now eligible for employment if they meet the standards set by the School. The program for the C.P. students is being so arranged that Bulfinch will probably not be "flooded" with numbers from this and the diploma group. Ward instructors will be shifted during the summer so they will be available for student supervision.
- Fall Class: Withdrawals from the Fall Class are reducing the "cushions" for maintaining the number of 130 which we wish to admit. Reasons for them are not obvious. Increased tuition may be one; increased enrollment in collegiate schools, another. A vigorous recruitment program for 1960 will need to be planned.
- Honor: We were happy to see the award -- the Florence Nightingale Award -- which Miss Sleeper received at the 50th Anniversary of the American Red Cross, and to be privileged to share in the reflection of that honor.

S. Daphne Corbett
Secretary Pro-Tem.

COORDINATING COUNCIL

June 3, 1959

Present:

Miss Jagger, Miss Perkins, Miss Perkins, Miss Sherman, Miss
Harden, Miss Corbett, Miss Corbett, Miss Corbett, Miss Corbett,
Miss Corbett, Miss Corbett, Miss Corbett, Miss Corbett, Miss Corbett.

Questionnaire:

The Questionnaire for Faculty from the Massachusetts Survey of Nursing
Needs and Resources was distributed, to be returned to Miss Jagger
by June 11. ~~The~~ Nursing Services, all supervisors and head nurses
were to fill it out.

News
Reporters:

Miss Jagger, from Nursing Services, and Miss Sherman, from the School
of Nursing, were requested to act as news reporters for "Corporation", a league publication.

Driver:

Miss Jagger explained some of the techniques of the Fund Drive
and how one could contact the donors for a specific need.

Admission
Office:

Miss Jagger is now in charge of admitting offices.
Many patients are not going to the admitting office before the
charge and discharge cards are not being left there promptly.
All cards must go to the office, whether or not they are already filled
out. If the doctor has not completed his part of it, the admitting
office will contact him.
We should check with the head nurse to be sure patients are not
leaving the floor unaccompanied, or with an A.N. slip from the
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money once the patient has left the hospital without an under-
standing with the accounting department.

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First year students are now eligible for employment if they meet
the standards set by the school. The program for the C.P. students
is being so arranged that full-time will probably not be "flexible".
With nurses from this and the diploma group. And instructions will
be filled during the summer so they will be available for student
supervision.

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Withdrawals from the Fall Class are reducing the "overload" for
maintaining the number of 130 which we wish to admit. Reasons
for this are not obvious. Increased tuition may be one; increased
enrollment in college hospitals, another. A vigorous recruitment
program for 1960 will need to be planned.

Honor:

We were happy to see the award -- the Florence Nightingale Award --
which Miss Jagger received at the 20th Anniversary of the Amer-
ican Red Cross, and to be privileged to share in the reflection
of that honor.

S. Jagger Corbett
Secretary Pro-Tem.

Miss Sherwin

MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING

Coordinating Council

Date: Monday, May 4, 1959; 10:00 A.M. - 12 Noon

Present: Miss Sleeper, Chairman, Misses Sherwin, Perkins, Lepper,
Hardeman, Corbett, Berry, Grady, Corkum, Quinlan, Barron,
Coughlan, Petzold; Miss Cooper, Guest.

I. Announcements and Discussion

- A. The hospital has signed ownership papers for the Lincolnshire Hotel which will be available to us by September 1, 1959.
Need to make plans for classrooms and library.
Students will be asked to bring their own sheets, pillow cases and towels and provide for this care.

- B. Council of Member Agencies Meeting-Philadelphia.

At these meetings the functions of the NLN in accreditation of Schools of Nursing will be ~~received~~ and the proposals to include the AHA in accreditation of diploma programs.

It was urged that we read Stewart Hamilton's article in Hospitals, concerning accreditation.

It is anticipated that many hospital administrators will attend Council meetings.

- C. Coordinated Program Plans

Miss Perkins briefly discussed imminent changes in Coordinated Program with Radcliffe College which will eventually be an all College graduate program.

The admissions committee has at present appointed four graduates of various colleges who will fit into specially planned programs here for clinical nursing; these students will be taught independently of Simmons Students.

- D. Newton Junior College Program

A Director for that school has been appointed; students are being admitted.

- E. Exchange Visitors in nursing service arriving at M.G.H. today

Four from France
One from Israel
One from Denmark

- F. The Trustees have voted to build a respirator unit on W9 and to build five more bedroom and bath units in Phillips House.

II. School of Nursing Graduation

A. June 12, 3:00 P.m., John Hancock Hall. Dr. William E. Park, President of Simmons College, to be speaker.

B. Planning time for students:

Freshmen - to be off wards, or out of classes by 12:30 P.M. - June 12.

Juniors - 10 juniors will be asked to usher; will try to select those who have Friday as class day.

Seniors - to attend graduation rehearsal Thursday, June 11, by 3:30 p.m. , as well as graduation Friday, June 12.

Recommended:

Nursing Service will look to see if all seniors can have graduation day as day off; if this is not feasible, September Section is to be off at noon; March Section needs day off due to capping ceremonies in the morning.

Nursing service will report on this at Wednesday Administrative Meeting.

Copies of form for members of graduation classes to request graduation time off were circulated and appropriate suggestions made in accordance with above recommendation.

Respectfully submitted

NP/D

Natalie Petzold
Secretary, pro tem

May 29, 1959

Mr. Freeman

Miss Sherwin

MASSACHUSETTS GENERAL HOSPITAL

COORDINATING COUNCIL

February 11, 1959

Present: Misses Perkins, Hardiman, Petzold, Berry, Coglean, Barron, Corkum, Lepper, Quinlan, Grady, Sherwin, Corbett, Mrs. Braman.

Presiding: Miss Sleeper

School Appointments O.R. instructors: Miss Cahill - Baker
Miss Shaller - White

Appliance Room Now under the charge of C.S.R.

"Flu Shots" Miss Sleeper will ask administration about these.

Clinical Rotation For first year students - begins February 16.

Student Problems There was considerable discussion about students' opportunity for proper experience and supervision in the administration of medications which included, also, the attitude of "indifference" about medication errors.

Is our medication system detrimental to good teaching?
Are students having sufficient opportunity to administer medicines, in part and in toto?
Is more orientation for evening and night duty needed?
Do Head Nurses and Supervisors know what background of experience students bring to evening and night duty?
Are students asked to take charge duties without graduate nurse direction?
Do students understand their relationship to evening and night supervisors and how and when they can call on them for help?
How much responsibility does the Head Nurse assume in supervising students, particularly the third year group?
Would Mrs. O'Grady's record of evening and night experience be helpful in understanding some of the expected capabilities of the student?
Is a four-week night duty better than two weeks, in order to allay some of the fears that seem to accompany each new night assignment?
Should not students be directed to express some of their feelings re their ward assignments to the Head Nurse and Supervisors, as well as to the instructors.

What to do More discussion of these problems in unit head nurse meetings.

A presentation of the present school program to unit groups which Miss Sleeper, Miss Petzold and Miss Hardiman will do. Miss Lepper will plan the meetings.

More emphasis on supervision of medicine giving can be done on orthopedic service for the students who have been away for several months on affiliation.

Where graduate's time is needed to assist with supervision their nursing service needs to know this and plan accordingly.

Assignment of medication in the day hours, to provide more opportunity to gain some skill.

Miss Lepper commented upon the importance of reinforcing in our philosophy that time planning must be for the job to be done and not for the personnel. Requests for time are now considered before patient needs are evaluated.

Miss Lepper spoke of her visit to White 9 and the difference in emphasis in care of the patient. Here patients are urged, even made to do things for themselves, in order to become independent. On acute services, nurses do more for the patients, and it requires skill in weaning them from dependency on the nurse. It requires insight and patience for the nurse to refrain from fostering dependency. Both school and nursing service need to acquire these skills which are applicable in some degree on all units.

Respectfully submitted,

S. Daphne Corbett
Secretary

2/13/59

December 3, 1958

CO-ORDINATING COUNCIL

Present: Miss Lepper, Miss Grady, Miss Sherwin, Miss Berry, Miss Hardeman, Miss Petzold, Miss Corkum, Miss Quinlan, Miss Coghlan, Miss Corbett, Miss Barron, and Mrs. Braman.

Presiding: Miss Sleeper.

Miss Lepper reported on the annual meeting of the Federal Nursing Council in Washington, and there was an exchange of information. The F.C.D.A. is now the Office of Civilian Defense Mobilization. The Bio-Physical and Medical Science area is the area under which nursing belongs---Research in the area of preventive medicine and Public Health. The first project concerns us;---managing large wards with little or no professional assistance, that is, to develop delegation of work, to organize under chaotic conditions, and to utilize all help provided. Some of the areas which Miss Lepper touched upon which were under discussion at the meeting were:

1. Develop self help and neighbor help. Public prepared to give medical help to self and others. (Home Nursing and First Aid).
2. Medical care in shelters. Evaluation of care needed within shelters.
3. Simplified treatment of burns.
4. Topical medicine for control of wound infections as a method to delay care.

It was also stated that some of the research will be given to other Government Agencies whereas much of the drug testing is going on at Walter Reed.

Miss Lepper read from a report that LPN's may go into government services only if a graduate of an approved school and are licensed. She commented on the ANA report.

Miss Sleeper commented on the meeting of last evening in this hospital on Civil Defense, and said that we must be thinking of disaster nursing as such in a group, and not as each individual patient receiving individual attention. It would be worthwhile to review "Cocoanut" in our Civil Defense Manual.

Miss Sleeper presented the NLN material in summary to say that two major topics were discussed:

1. Important to have two organizations.
2. It is the responsibility of the NLN for accreditation.

Two other items of interest to the group from the report were that the Department

December 3, 1958

of Practical Nursing will come into being as soon as funds are available. Secondly, NLN will help with educational materials for the education of psychiatric aids.

Announcements:

1. On December 10, 1958, at 4:30 p.m. in the Walcott Living-Room, Dr. Boyle is coming back to give a progress report on the study she did here at the hospital. Head nurses and supervisors who were involved are invited to the faculty meeting.

2. The news editor from the American Journal of Nursing is asking for a Christmas story, 1959, which could be entitled "Christmas at Massachusetts General Hospital".

3. At our next meeting we are to bring suggestions as to pictures and materials to be used for this project. Miss Shea can help with this.

4. Miss Quinlan brought up students Christmas time.---Classes cease December 23, and as in previous years their time will be arranged as best it can be in line with other groups on the wards.

Miss Sleeper suggests after Christmas and before income tax time, perhaps the drive for league membership is in order.

Dr. Caplan at 11:00 a.m.

Respectfully submitted,

Constance Eroman

CB:b

MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING

School of Nursing and Nursing Service
Coordinating Council

Date: November 3, 1958 10:00 A.M. - 12 N

Present: Miss Sleeper, Chairman, Misses Lepper, Perkins, Sherwin,
Grady, Corkum, Corbett, Coghlan, Berry, Barron, Petzold;
Mrs. Bremen.

Announcements

1. Attention called to M.L.N. Convention, November 20 and 21, 1958; particular mention made of Friday morning meeting "Learning to like Spinach", which deals with dietary aspects of comprehensive care.
2. Annual report time is here.
3. Disposable syringes now being used.
4. Miss Joyce, who has had experience as assistant registrar, at Harvard, will replace Mrs. Hultin, who is resigning.
5. Miss Crotty who has resigned as Nursing Supervisor in Baker Memorial will assist with some reorganization of filing of records of graduate nurses.
6. Dr. Rena Boyle, from U.S.P.H.S., who conducted student nurse-patient understandings study in May 1958, will report some of her findings to faculty and interested members of nursing service on Wednesday, December 10, 4 - 5:30 P.M.
Miss Sleeper will send out notices of this meeting.
A preliminary report by Dr. Boyle appears in the November 1958 issue of the American Journal of Nursing.

Report of Misses Perkins, Grady, Lepper, Petzold concerning Curriculum Conference of National League for Nursing; attended by representatives from Schools of Nursing and Nursing Service.

Main points:

Need for members of Nursing Service and education to know their goals, objectives, functions, limits and to communicate these; need to identify obstacles to attaining goals, work out possible solutions but not necessarily hope to resolve all conflicts.

General discussion followed, in which Miss Sleeper and Miss Barron, who attended B. U. meetings concerning Administration of Educational Programs, reported on some of the highlights of that meeting. This material was recommended for a future Staff Meeting after further discussion and planning at the next meeting of the Coordinating Council. The Staff Meeting planning committee will serve to implement the program.

Memorandum concerning freshman students forthcoming nursing experiences was read. This has been distributed and will be discussed at Head Nurse meetings.

Students' time requests

Method for handling these reviewed. Special requests of student nurse internes are to be handled as for graduate staff nurses.

Special requests involving graduation, finishing date are to be referred to Miss Sleeper.

Miss Sleeper will send out a memorandum concerning this.

Class Days

Instructors are working on plans for class days; Miss Lepper and Miss Petzold will look at recommendations when they are all pooled.

Class days for S3 students in surgery and surgical specialties present the most difficulties in planning for both school and nursing service.

Respectfully submitted,

NP/D

Natalie Petzold

November 21, 1958

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

COORDINATING COUNCIL

Date: September 15, 1958 10 a.m. to 12 noon

Present: Misses Berry, Corbett, Corkum, Coughland, Grady, Quinlan, Lepper,
Hardeman, Perkins, Petzold, Sherwin, and Miss Sleeper, Chairman.
Captain V. Farrell - visitor

Agenda:

Announcements:

Mrs. Masterson is to be supervisor for Vincent-Burnham.
Miss Golec has returned to the degree program.
Mrs. Johnsen will return to the diploma program in October.

Each assistant director is to stop at the Nursing School office
and get a new school catalogue.

Office hours for students are from 8 - 9 daily. Emergency
situations only will be met out of office hours.

Introduction:

Captain Virginia Farrell, Director of Pilot Study for Nursing
During Disaster at M.G.H. She is an advisor and coordinator.
She is responsible to Miss Sleeper and will report to Coordinating
Council each month. In the school, her emphasis will be on
content, method, audio-visual aids, bibliographies, testing and
faculty in-service education. In service her emphasis will be on
content, method, audio-visual aids, bibliography, and staff
education of those who should be taught. She will write the
report.

Report of Planning Committee for Staff Program - Misses Hardeman and
Corbett, Co-chairmen:

Plans guided by evaluation of last year's program.

Purposes:

Accepted as stated last year. Coordinating Council modified
the purpose to read, "To look at the common elements in the
situation (between school and service) and to see how we
can reconcile, where necessary, our differences."

Pattern of meetings suggested:

Large meetings five times a year, building meetings four
times a year. Feed back from small meetings to large meetings
will determine program content.
Term "building" meetings objected to -- committee advised to
reconsider.

Suggested topic:

Quality nursing and/or quality control not approved; -reason -- not practical at this time.

Committee asked to reconsider. Co-chairman to meet, suggest revisions, present revisions to a committee of Misses Sleeper, Lopper, and Petzold for reconsideration and guidance.

Class days:

Bulfinch problem is staffing and student experience. Coordinating Program has Monday and Friday and Diploma Program has Monday and Thursday. Miss Petzold, Chairman Curriculum Committee, asked to explore the possibility of Diploma Program having Tuesday and Thursday class days.

Medication errors:

Doctors are using chemical abbreviations in orders -- a contributing factor. Requests should be sent to chief of departments and to administrative committee for help in rectifying situation.

Reports of medicine errors:

Student should write report in first person.

Instructor or supervisor should write note on report after seeing student concerned.

Reports should be sent to Miss Sleeper.

Students request for special time:

Is there a policy about arranging time in order to finish early?

Refer to Executive Faculty.

Faculty covering office hours 8 - 9 will write in back of black book names and dates of students requesting special time to be sure some are not abusing the privilege.

Respectfully submitted,

Katherine Hardeman

Recording Secretary for Sept. 15, 1958

H. Sherwin

MASSACHUSETTS GENERAL HOSPITAL

REPORT OF PLANNING COMMITTEE FOR GENERAL STAFF CONFERENCES

JANUARY - JUNE 1958

Committee Chairman - F. Grady
Committee Co-chairman - I. Cote
Committee Members - L. Healey, Head Nurse, J. Ellison, Instructor,
N. Petzold, Instructor, J. Polcari, Head Nurse,
M. Rearick, Supervisor and B.(Woodbury) Sheppard,
Instructor.

Origin:

In Coordinating Council (November 1957) the problem of "too many students" in the Bulfinch Unit was presented by Miss Grady with a description of how the supervisor organized meetings with the head nurses and instructors involved and the resulting recommendations.

At the next meeting of the Coordinating Council (December 1957) Miss Sleeper, referring to the above incident, expressed the wish to make use of this as the basis for promoting coordination of school and service at the working level. Discussion resulted in the appointment of a committee to plan a General Staff Conference.

Committee: Chairman - F. Grady, Co-chairman- N.Petzold with M.Rearick, M.McGrath, M.Borghesani, J.Ellison, and A. Polcari committee members.

Summary of 1st Meeting of Planning Committee

1. Identification of problem of "too many" with general forecast of continuing occurrence in areas where basic nursing experiences are offered.
2. Discussion of what could be accomplished in first conference.
 - a) Promoting an awareness of problem.
 - b) Fostering positive attitudes.
 - c) Active involvement of group for solutions.
3. Uncertain as to approach. General agreement that preplanning not only desirable but essential. For example, "how well do we know what will happen in March when the Freshmen will be assigned in Medicine and Surgery for clinical experience? Would this provide a better base for discussion in which there would be broader interest because of similarities other than in Medicine?"
4. Recommend January 22, 1958 as possible date for General Staff Conference.
5. Statement of purpose of meeting:

To provide an opportunity for live communications in matters of mutual interest and concern.

Report of General Staff Conference I. January 22, 1958

Present: Head Nurses, Supervisors, Instructors, Assistant Directors,

Associate Director and Director (all units with the exception of the Phillips House).

Presiding: Miss Sleeper

A. Purpose of Meeting:

1. To provide an opportunity for live communications in matters of mutual interest and concern.

B. Objectives:

1. To promote an awareness of change - its cause and effect.
2. To foster positive attitudes to the end that expended energies are purposeful.
3. To direct group thinking in keeping with the philosophy of the School and Nursing Service

C. Opening of Meetings:

1. Setting the Tone - R. Sleeper

- a) Basic philosophy of reorganization of the Nursing Department
- b) Function of the Coordinating Council, implied value of similar means at supervisor, head nurse and instructor levels.

D. Demonstration of a Planning Conference at the Supervisor, Head Nurse and Instructor Level.

1. Theme: Pre-planning is not only desirable - it is essential.
2. Expected Outcomes: A plan that will enhance the educational experience of the student in tune with the goals of the School of Nursing in a situation where the Nursing Service has the responsibility for maintaining highest possible standards of nursing care at all times.

E. Buzz Session (Mixed Groups):

F. Reports from Groups

1. Groups I, III and V. Question: How do head nurse, supervisor and instructor pre-plan for the best utilization of clinical material?

- a) Need for long-term planning.
- b) Head nurse and instructor meet daily to plan assignment in light of level of student and kinds of experiences desirable.
- c) Student and head nurse conference relative to assignment.
- d) Overall conference once a week with head nurse and instructors when there are three groups of students.

2. Groups II, VI and IX. Question: How do head nurse, supervisor and instructor get together to keep each other informed?

- a) Conference planned more consistently.
- b) Pre-planning-advanced information relative to staffing.
- c) General as well as separate unit conferences.
- d) Critical evaluation of other meetings - time difficulty.
- e) Overcome problem center emphasis on conferences.
- f) Inclusion of School and Service in conferences at all levels.
- g) Communications (24 hr) difficulty.
- h) Initiative - who assumes?

3. Groups IV, VII and VIII. Question: How does Nursing Service, the Assistant Director, the Supervisor and the Head Nurse contribute to the educational needs of students?

- a) Meetings planned
- b) Assistant Director:
 - 1. Communication
 - 2. Ward staffing
 - 3. Overall teaching plans (team nursing)
- c) Supervisor: Communication
- d) Head Nurse: Teaching, clinics, questions, reports.
- e) Communications - 24 hour responsibility. Evening and night supervisor-multiple roles.

Summary:

1. This meeting has raised many questions. How do we resolve them? Recommended - another meeting in February with microphones. Bigelow Amphitheatre a possible solution to crowded Walcott classroom facilities. Suggested Agenda:

- a) School present rotation plan for three year group.
- b) School present rotation plan for Degree Program.
- c) Nursing Service present overall plan.

2. Recommended:

Joint committee be appointed to plan joint meetings for joint sharing.

At the February meeting of the Coordinating Council it was felt desirable to revamp the Planning Committee in order that there be a more equitable representation of school, service and buildings. (See Committee at beginning of report.)

The General Staff Conferences for February, April and May were information giving (see minutes attached) resulting from recommendations of first meeting and questionnaire solicited at second meeting.

At the meeting of the Coordinating Council, April 2, 1958, Miss Sleeper invited discussion based on the question, "Where do we think we should go from here with the General Staff Conferences?" Miss Quinlan set the tone for some active discussion when she expressed her concern in relation to student who makes an error in medication. Out of this grew a recommendation from Miss Perkins; she would see

value in setting up a series of Staff Conferences devoted to areas which we could look at together, expanded beyond area of medication errors. For example, the general area of reporting, to whom and why, what, where, how. In terms of quality control, it is time we looked at some of these things. The General Staff Conference would thereby act as a catalyst from which would develop unit follow-up responsibility.

Recommendations of Coordinating Council.

1. General Staff Conferences adjourned until Fall.
2. General Staff Conferences be held every six weeks instead of monthly.
3. Committee for 1958 - 1959.
 Co-chairman - D. Corbett
 Chairman - K. Hardeman
 Members - M. Rearick, N. Petzold, J. MacArthur,
 H. Kukuk, R. McSweeney

MASSACHUSETTS GENERAL HOSPITAL

GENERAL STAFF CONFERENCE

Post Meetings Evaluation - May 27, 1958

Total number
72 (approx.)

- | | | | | |
|--|----------------------------|-------------------------------|--------------------------------|----------------------------|
| 1. Were you interested in these meetings? | Very much <u>38</u> | Quite a bit <u>32</u> | Some but not much | Very Little <u>1</u> |
| 2. Did you feel that the group was interested in these meetings? | Very much <u>18</u> | Quite a bit <u>50</u> | Some but not much <u>1</u> | Very little <u>1</u> |
| 3. Did you learn any new facts or get any new ideas? | Certainly did <u>54</u> | Probably did <u>15</u> | Maybe <u>2</u> | Not at all <u>1</u> |
| 4. Did you change any of your previous opinions as a result of these meetings | Certainly did <u>23</u> | Probably did <u>24</u> | Maybe <u>11</u> | Not at all <u>9</u> |
| 5. Were your previous opinions confirmed or strengthened? | Very much <u>17</u> | Quite a bit <u>35</u> | Some but not much <u>10</u> | Very little <u>2</u> |
| 6. Do you think the group accomplished anything as a result of these meetings? | It certainly did <u>32</u> | It probably did <u>36</u> | I doubt if it did | It did not |
| 7. Was there enough opportunity for discussion? | Too much | All that was needed <u>59</u> | Should have been more <u>8</u> | Should have been much more |
| 8. Do you have suggestions (about techniques, materials, etc.) for | | | | |

improving future meetings?

- 35 papers with suggestions
- 15 expressed continuation of meetings
- 3 requested refreshments

Advantages of meetings

1. Very healthy feeling prevalent for better understanding between objectives of Nursing Education and Nursing Service.
2. Three expressed that printed material very helpful.
3. Excellent way to appreciate contribution and problems of both areas.
4. Two enjoyed meeting with total group.
5. Meetings such as these, form of enlightenment.
6. Meetings provide a framework for better understanding of program H.N. et al have background to provide experiences necessary.

Suggestions:

1. Six suggested small group discussions (probably buildings) and more specific topics.
2. Help needed in evaluation of students.
3. Internes get experience in O.P.D.
4. Internes have ward teaching clinics while on duty 1 - 2 hours week.
5. New Head Nurse should have an orientation as to her responsibility to interne and younger students.
6. Meet earlier in day so discussion will take place.
7. Head Nurse or supervisors have program for tie-in of student education and expectations of these two groups.
8. Small group with specific topics to be more productive.
9. Review of medication routine.
10. Closer work relations with Head Nurse and Instructor how to keep each other informed.
11. Emphasis needed on rehabilitation:
 - ? how to integrate
 - ? who to instruct
 - ? how to use W 9
 - ? how knowledge of and association with physiotherapy
12. Meetings to deal more with recent research in programs

and practices.

Comments:

1. Difficulty to hear sitting in rear of hall.
2. Comfortable meeting place.
3. Very well organized.
4. If printed material available, should not elaborate verbally at such length.
5. Some very good discussions.
6. Where is the "patient" in school - service relationship.
7. Last meeting best.
8. #4 and 5 not geared to such objectives.
9. ? purpose of meeting.
- 10 Bartlett Hall too public.

Recommendations of Committee:

1. Continuation of General Staff Conferences.
2. Follow-up joint meetings monthly in individual Units; shared responsibility of Assistant Director and Instructor.
3. Objectives of General Staff Conference should maintain balance between School and Service; i.e. equal sharing of goals.

MINUTES, COORDINATING COUNCIL

TIME: 10-12, Monday, May 5, 1958

PLACE: Miss Sleeper's apartment

PRESENT: Miss Sleeper, Miss Perkins, Miss Petzold, Miss Grady, Miss Corbett, Miss Corkum, Miss Quinlan, Miss Stewart, Miss Coughlin, Miss Lepper, Miss Sherwin, Miss Hardeman, Miss Berry, Mrs. Braman.

- I. First Year Students' daily assignment to wards, hourly: Miss Grady and Miss Corbett reported on a trial on Bulfinch 5 and White 7 of having clinical instructors instead of head nurses make these hourly assignments. It has seemed desirable to head nurses, instructors, and students. This will be discussed at Faculty meeting on May 7, then at head nurses' meeting on May 13 and will be started on May 19 if both groups indicate acceptance.

This system will not begin on the Pediatrics wards till June 2, the new quarter. Miss Stewart will talk with Miss Fiske.

In relation to this, Miss Sleeper pointed out how vocabulary reflects philosophy. Frequently in writing and speaking, the terms "on duty", "off duty", "work load", "work on the wards", are used by instructors and students instead of "clinical practice" or "clinical assignment."

- II. Disaster project: Miss Sleeper has been informed by Miss Neal of the National League for Nursing that retired Army nurses might be available to direct this project. It was unanimously agreed that this would be desirable, considering the load each person here is already carrying. Miss Sleeper will get in touch with the person suggested.

This will mean that, even though a newcomer will spur us to additional activity, she will do the planning and write the expected report. Office space must be found for her.

- III. Dr. Rena Boyle of the United States Public Health Service will meet head nurses, supervisors, and instructors today to discuss the pilot study "student nurse-patient understandings," which begins this week.
- IV. Miss Grady reported from the Planning Committee: At the next meeting, perhaps May 27, the group has asked to have discussed the goals and activities of the senior internship.
- V. Student Employment: Miss Stewart reported that some students have been sharply affected by the recent curtailment of parttime employment on the MGH wards, necessitated by low census and huge deficit. Should the school reconsider its policy forbidding such employment of students at McLean, Boston Lying-In, and the Eye and Ear Infirmary? This will be discussed on May 12 by the Executive Faculty.

May 13, 1958

Helen Sherwin

COORDINATING COUNCIL

JUNE 4, 1958

Present:

Miss Sherwin, Miss Petzold, Miss Stewart, Miss Hardeman, Miss Quinlan, Miss Lepper, Mrs Bramen, Miss Grady, Miss Coghlan, Miss Corkum, Miss Corbett, Miss Berry, Miss Mooth and 4 Field Students from Boston University. Miss Sleeper presided.

Absent:

Miss Perkins.

Student assignment by Clinical Instructor:

Pediatric service began June 2nd. Nursing Service indicates how many students can be accommodated according to Nursing Service staffing and experience available...in other words, Nursing Service can assign "blocks" to the school, who will fill as they can. Planning night duty, rotation and time planning, a major problem that will be discussed at a later meeting. Instructors will be responsible for Ward reports. On all units, instructors will be responsible for planning students' time, with the exceptions of the third year. All requests of special time will go to the instructor.

Future Staff Meetings:

The next meeting will be in October. Subsequent meetings will be about every 6 weeks, but program planning may be flexible should the committee feel it necessary. The time would be, 4 to 5:30 P.M.

Committee: Miss Hardeman

Miss Corbett CO*CHAIRMAN

Miss Rearich, Miss Petzold, Miss MacArthur, Miss Kukuk, Miss Sweeney.

Class Days:

Since there was some questions as to when each group would be having Class Days, Miss Stewart will collect all information and discuss with Miss Lepper. Nursing Service is now planning minimum staffing (without students), in order to know Nursing Service needs, as well as how the best experience can be provided for students.

Disaster Program:

Miss Lepper will attend the program at Walter Reed Hospital in Washington D. C., on November 3rd-8th. This workshop is for Medical and Nursing Disaster.

One Organization?

Many pressures are appearing for one organization. It is urgent that those who believe in the League be ready to meet these pressures with information and facts regarding the important place the League holds in the profession, and to be aware of the hazard to League program, should it become merged with the A.N.A. The N.L.N. has a committee which is preparing a statement to inform members and others of the programs achieved and planned.

← West End Housing project affects our housing! Miss Stewart voiced concern about availability of housing for the graduates and students because of rising rents, and the demolition of west end housing. More graduates are apt to want to live in. Miss Sleeper will discuss the problem with Hospital Administration.

S. Daphne Corbett,
Secretary

MASSACHUSETTS GENERAL HOSPITAL

Nursing Department

COORDINATING COUNCIL
Wednesday, February 5, 1958

Presiding: Miss Sleeper

Present: Misses: Sleeper, Lepper, Corkum, Grady, Corbett, Coughlan,
Stewart, Perkins, Petzold, Quinlan, Sherwin, Taylor (guest),
Berry and Mrs. Braman.

Miss Sleeper suggested that the A.N.A.'s. Report of Work Conference on Disaster Nursing should be reviewed by a small representative group. Misses Rearick and Cushman and Mrs. Blieler were appointed.

Student Attendance
at Grand Rounds:

Dr. Bauer has asked that nurses not attend Medical Grand Rounds since there has not been adequate seating space available to the Medical Staff.

Following this announcement there was discussion of the student's attendance at Social Service Grand Rounds. The decision of the Coordinating Council was that School Instructors should be responsible for the assignment of students to Social Service Grand Rounds and that the instructors should plan this assignment with the head nurse.

Review of Staff Meeting:

Reactions to the Staff Meeting of January 22, 1958 were reviewed and discussed. It was generally agreed that the meeting had accomplished the following:

1. Raised important controversial questions pertaining to head nurse and instructor functions in the assignment of students.
2. Created an interest in the new student program.
3. Provided the basis upon which following meetings of the staff would be built; helped to create a climate in which further discussions will develop.

Miss Grady read the report of the General Staff Conference. Included in this report was the suggestion that the School should present to the General Staff the rotation plans for the three-year and Degree Programs. In addition

to this, Miss Lepper announced that she would present the rotation program from the Nursing Service point of view. A possible date for the next meeting would be Tuesday, February 25th. The time and place for the meeting will be decided by the Planning Committee.

Two new members of the Planning Committee were appointed. They were: Irene Cote, Instructor, and Lois Healy, Head Nurse. They replace Misses McGrath and Borgasani. Miss Petzold was appointed to serve as Co-chairman with Miss Grady.

The Committee now stands as follows:

Co-chairmen: Miss F. Grady
Miss N. Petzold

Members: Miss M. Rearick
Mrs. Polcari
Miss Woodbury
Miss McGrath
Miss Healy
Mrs. Elison

Miss Corbett will conduct a pilot study on assignment, on White-7 Unit.

Respectfully submitted,

Doris Berry, R. N.

DB/ss
2/11/58

MISS SHAWIN

MASSACHUSETTS GENERAL HOSPITAL
NURSING DEPARTMENT

COORDINATING COUNCIL
JANUARY 6, 1958

Present: Misses Hardman, Perkins, Petzold, Sherwin, Mrs. Braman, Misses Corbett
Corkum, Grady, Lepper, Quinlan; presiding Miss Sleeper.
Absent: Miss Berry, Coghlan, Farrissey, Stewart.

Staff Meeting Miss Grady scheduled a meeting of the committee which had to
be canceled because of absences. A meeting of the committee is to be held
January 7. Wednesday, January 22 from 4-5:30 was suggested for the day of
the staff meeting.

NLN - Tuberculosis Nursing Seminar - May 17 in Philadelphia

Two nurses are invited to attend. Referred to Executive Faculty and
Nursing Service Administrative Committee to consider whether each would wish
to send one person.

Tardiness on Wards Among Student Nurses

Reports of student ward experience in some instances state that students
are frequently tardy, but there is no evidence that anyone has attempted to
help the student to correct the habit. The head nurse should deal with the
problem immediately, and inform the clinical instructor. Assistant directors
or nursing service will talk with head nurses and supervisors, and the problem
will be discussed with related problems in a general staff meeting later.

Enda S. Lepper, R.N.
Secretary

ESL:BF
1-7-58

MASSACHUSETTS GENERAL HOSPITAL

Department of Nursing

Coordinating Council

Date: Nov. 7, 1960 10:00-12:00 A.M.

Place: Miss Sleeper's suite

Present: Miss Sleeper, presiding and Misses Lepper, Grady, Corbett, Corkum, Quinlan, Coghlan, Farrissey, Kennedy, Adm. Interne, Mrs. Braman; Misses Petzold, Sherwin, Hardeman, Perkins, Mrs. Horton.

Agenda:

Promotion of Membership in M.L.N. & M.S.Na and subscriptions to professional periodicals.

Membership and subscriptions for nursing service and school faculty are below appropriate level. Current state meetings should be focus presently. Facts to be obtained by questionnaire from Miss Lepper's office to assess situation and provide feedback basic to department-wide action, whether this be via job requirement persuasion or both. Accreditation standards require faculty members to belong to organization and to subscribe. Drive to be initiated in January. Each Council Member initiates drive in her own area. Miss Corbett suggests membership certificate. Membership in M.G.H. Alumnae Association to be added to questionnaire.

150th M.G.H. Anniversary

Reports were given by each person/group responsible for posters to be exhibited.

Miss Sleeper reviewed the program and called attention to the Nursing Alumnae Banquet, January 31, at 7:00 P.M., preceded by cocktails 5:30-7:00 P.M. Alumnae citations to be given out.

Announcements

School of Nursing graduation date announced - Thursday, P.M. 9/7/61. After 1961, the date will be the second Friday in September regularly. Convocation will be October 18, 1961, and thereafter the evening of the third Wednesday in October.

Miss Hardeman asked that whenever the nursing care of an interne is especially worthy of praise that she be notified so she may continue her practice of informing the interne.

Miss Grady urges planning by faculty, head nurses, and supervisors, so planning to interpret the School's program can be accomplished by February, 1961.

Miss Sleeper discussed the change from N.L.N. entrance examinations to the use of College Entrance Examination Boards for students entering the School.

Miss Lepper explained the transfer 'from the Pharmacy to the Store of non-pharmaceuticals had entailed some problems. Equipment used therapeutically may be again issued from the Pharmacy. Standards of equipment are under scrutiny.

Miss Quinlan announced that a new person had been hired for direction of recreation in Pediatrics. Mrs. Horton and instructors to consider whether or not students should now be assigned to that area.

There was some discussion concerning the attitudes of graduate nurses and students concerning the night-care of patients.

Sylvia Perkins
Secretary pro tem

1-146:25C+102 - Administration

I School of Nursing

